

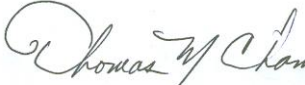


**CHERIE BERRY**  
COMMISSIONER

**THOMAS M. CHAMBERS**  
BUREAU CHIEF  
ELEVATOR AND AMUSEMENT DEVICE BUREAU

DATE: April 8, 2016

MEMORANDUM TO: Elevator Companies

FROM:   
Thomas M. Chambers  
Bureau Chief

RE: Required Reporting

Please be advised that all owners and elevator contractors are required to report any incidents or accidents where elevator and related equipment is damaged for any reason. We have noted in the recent past where equipment damage did occur and was not reported. All elevator contractors are required to report to the NC Department of Labor of the occurrence of any damage to equipment. Failure to report can and will result in further action taken by the state.

Thank you for your cooperation.

/cb

cc: Bureau staff